

**MINUTES**  
**SPECIAL SESSION OF THE DESIGN REVIEW BOARD**  
**TOWN OF CAMP VERDE**  
**Parks & Recreation Conference Room**  
**395 S. MAIN STREET**  
**TUESDAY MAY 22, 2007 3:00 PM**

Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Board motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion.

**1. Call to Order**

The meeting was called to order at 3:00 p.m. by Member Hough.

**2. Roll Call**

Members Michael Hough, Steve Darby, Shirley Brinkman, Paul Holguin and Jim Bullard were present; Chairperson Binick arrived at 3:04 p.m.; Vice Chairperson Dugan McDonald was absent.

**Also Present:** Community Development Director Nancy Buckel, Housing Director Matt Morris, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Hough.

**4. Consent Agenda** - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

**a. Approval of Minutes:**

May 8, 2007 – Regular Session

**b. Set Next Meeting, Date and Time:**

**(June meeting date set at May 8, 2007 meeting)**

On a motion by Darby, seconded by Holguin, the Consent Agenda was unanimously approved as presented.

**5. Call to the Public for Items not on the Agenda**

There was no public input.

**6. Presentation, Discussion and Possible Approval of DRB 2007-05: An application submitted by Jack Sheehan, agent for Wesley Properties, owner, for an approval of a 6,000 sq ft metal building to be used as a distribution facility by Fed Ex on parcel 403-23-155D located at 3850 Cherry Creek Road and zoned C-3.**

On a motion by Hough, seconded by Darby, the Board voted unanimously to approve DRB 2007-05, an application submitted by Jack Sheehan, agent for Wesley Properties, owner, for approval of a 6,000 sq. ft. metal building to be used as a distribution facility by Fed Ex, with the three changes discussed: To reinforce over the top of the septic tank, to put millings or similar material on the proposed parking area, and to hard-surface the ADA parking area.

On a motion by Bullard, seconded by Brinkman, the Board voted unanimously to amend the original motion to require that the lumens do not exceed the Town's

lighting ordinance.

Director Buckel explained that the design of the subject building is based on Fed Ex plans, and outlined how the building will be used, the number of delivery trucks, hours of operation, parking and landscaping. Buckel referred to the plan drawings and indicated that the applicant would address several items including the lumens and the monument sign at the entrance, adding that zoning and setback requirements have been sufficiently addressed.

**Jack Sheehan**, the agent for Wesley Properties, distributed copies of the planned monument sign, described the planned colors of the building, trim and roof, and the construction of the monument sign. The Board members discussed with Mr. Sheehan, with input from Buckel, the issues of the planned decomposed granite finish for the parking, number of delivery trucks, employees, hours of operation, ADA compliance, reinforcement of septic tank, and trash removal. During the discussion Mr. Sheehan said he would try to comply with the Town's requirements by paving the parking area with AB and millings, to reinforce the area of the septic tank to accommodate the heavy vehicle traffic, and provide for handicap access pursuant to ADA requirements. Also briefly discussed were the issues of water availability, lumens, and fire suppression.

There was no public input.

**7. Presentation by staff and discussion on application and approval process for Design Review.**

There was no action taken.

Matt Morris said the intent of the presentation was to address some questions and concerns that have been expressed by the members. During a round-table discussion the members stressed the problem of being requested to approve a project that is not adequately reflected by the renderings submitted, as well as the need for pre-screening by staff and a conceptual review. Staff assured the Board that they have the right to deny approval of an application; if the project is not ready to build it is not ready for Design Review. Concluding the presentation and discussion, it was agreed that staff would include a Design Review Checklist with each application, and would try to get a bit more technical and provide information to satisfy all the questions on the Checklist; for example, letters from other agencies by e-mails and memos.

**8. Commission Informational Reports:**


There were no Commission informational reports.

**9. Staff Report**

There was no staff report.

**10. Adjournment**

On a motion by Hough, seconded by Bullard, the meeting was adjourned at 4:37 p.m.

  
James Binick, Chairperson

  
Nancy Buckel, Community Development Director

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Design Review Board of the Town of Camp Verde during the Regular Session of the Design Review Board, Camp Verde, Arizona, held on the 22<sup>nd</sup> day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 12<sup>th</sup> day of June, 2007.

Margaret Harper  
Margaret Harper, Recording Secretary